

CHAPTER 1

GENERAL INFORMATION

A. AUTHORITY

Publication and use of this manual is prescribed by DoDD 4140.1, (reference (a)).

B. PURPOSE

1. This manual prescribes uniform procedures, data elements and codes, formats, forms, and time standards for the interchange of logistics information relating to requisitioning, supply advice, supply status, materiel issue/receipt, and materiel return processes. The procedures govern the interchange of information for all materiel commodities (unless specifically exempted by the Deputy Under Secretary of Defense (Logistics) (DUSD(L)) between supported activities and supply control/distribution systems of the Department of Defense, (DoD) and other participating Services/Agencies (S/As). Consideration of the requirements of other functional areas (exclusive of the specific codes and procedures for accomplishment) related to requisition and issue processing are included to provide procedural clarity and/or to depict procedural interface with other standard DoD systems. The specific codes and procedures for accomplishment within these related functional areas (such as; priority designation, stock control, box marking, shipment planning, shipment documentation, communications processing, and contractor shipments) are prescribed in the applicable regulatory documents of the standard system.

2. The General Services Administration (GSA) publishes Federal Requisitioning and Issue Procedures (FEDSTRIP) under the FEDSTRIP Operating Guide (FOG) (reference (9)) for use by Civil Agencies requisitioning from the GSA. The FOG contains the same policies, procedures, types of codes, forms, and formats as prescribed under MI LSTRIP. In this respect, FEDSTRIP can be defined as an implementation of MI LSTRIP for use by Civil Agencies. Civil Agencies authorized by supply support arrangement (SSA) to requisition from Military sources should conform with the provisions of reference (9).

C. APPLICABILITY AND SCOPE

1. This manual is applicable to the Army, Navy, Air Force, Marine Corps, Coast Guard, Defense Logistics Agency, Defense Communications Agency, Defense Nuclear Agency, Defense Security Assistance Agency, National Security Agency, and other activities/Agencies which have agreed to participate in the system.

2. These procedures are mandatory for use by:

a. All S/A requisitioners authorized to request supply support from any S/A distribution system and from the GSA.

b. All contractors authorized under S/A contracts to requisition Government furnished materiel (GFM) from the S/A.

c. The S/A supply sources furnishing supply support to authorized requisitioners, including foreign country requisitioners participating in Foreign Military Sales (FMS), cooperative logistics supply support arrangement (CLSSA), and Military Assistance Program (MAP) Grant Aid.

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D. EXCLUSIONS

These procedures are not applicable to the following:

- a. Bulk petroleum.
- b. Interdepartmental and intradepartmental purchasing operations.
- c. Forms and publications. (However, requirements for 'these items placed on GSA and Navy will be submitted in the prescribed MILSTRIP requisition format.)
- d. Communications security (COMSEC) equipment, COMSEC aids (keying materiel), and all items including classified Components, individual elements, and repair parts, which are classified and designated crypto, or which are normally handled through crypto channels.
- e. Coal and coke.

E. POLICY

1. The procedures contained in this manual will be uniformly implemented for both inter-S/A and intra-S/A use by all affected activities. Priority will be given to the development and implementation of inter-S/A procedures prior to separate development and implementation of intra-S/A procedures. Separate intra-S/A systems/procedures will not be developed or used unless a waiver is approved. Requests for deviations or waivers will be considered when it can be demonstrated that MILSTRIP cannot provide a workable method or procedure. Deviations or waivers should not be requested solely to accommodate existing internal procedures or organizational environment.

2. Recommended changes to MILSTRIP will be forwarded to the DoD MILSTRIP System Administrator for review and coordination with S/As. Approved changes will be consolidated and scheduled for implementation twice a year to avoid continuous disruption of systems at operating levels with the exception of urgent changes which will be implemented on a priority basis. Implementation dates for approved changes will be coordinated with S/As or as directed by DUSD(L).

F. RESPONSIBILITIES

1. The DUSD(L) ,

- a. Will resolve issues concerning resources, policy, and requests for deviation or exemption from MILSTRIP which are submitted by the DoD MILSTRIP System Administrator.
- b. Will direct system changes when necessary to implement DoD policy and will direct the implementation of urgent changes on a priority basis.
- c. Will resolve and take necessary action with S/A Heads on matters escalated by the DoD MILSTRIP System Administrator.

2. The DoD MILSTRIP System Administrator is responsible for administering the MILSTRIP system under the policy guidance of the DUSD(L). The DoD MILSTRIP System Administrator shall:

- a. Perform analysis and design functions in coordination with S/As to implement guidance and instructions provided by the DUSD(L) and assure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policies, as required, during the development of procedures.

c. Develop, publish, and maintain this manual in a current status. This includes responsibility for:

(1) Staffing Proposed Changes:

(a) All proposed change requests will be evaluated prior to formal staffing with the S/As. The evaluation of the proposed change will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change. Requests which do not demonstrate significant inter-Service benefit will be returned to the originating S/A. Requests which do demonstrate significant benefits will be formalized as PMCLs and forwarded to DUSD(L), the participating S/As, and the DoD System Administrators of other DoD systems impacted by the proposed change. PMCLS will include the information provided in paragraph F.3.a.(4).

(b) PMCLs will be consecutively numbered and will normally request the S/A to provide a response within 60 days. Nonreceipt of responses within the specified timeframes will result in the DoD MILSTRIP System Administrator initiating correspondence followup action with the nonresponding S/A. The first followup will be via DoD MILSTRIP System Administrator letter and will occur 7 days after elapse of the specified response time. The second followup, if applicable, will be accomplished via either a second DoD MI LSTRIP System Administrator followup letter or a meeting between the nonresponding S/A and the DoD MILSTRIP System Administrator. The second followup will occur 30 days after the elapse of the specified response time. The S/As failing to respond within 45 days of the specified response time will be reported to DUSD(L) by the DoD MI LSTRIP System Administrator.

(2) Receiving and Evaluating Service/Agency Responses:

(a) Issues which involve procedural matters will be resolved by the DoD MI LSTRIP System Administrator, normally within 90 days after the receipt of all comments from the participating S/As.

(b) Matters affecting policy, together with the S/A comments and a recommendation of the DoD MI LSTRIP System Administrator, will be referred to the DUSD(L) for resolution.

(3) Establishing Implementation Dates:

(a) Following resolution of the S/A comments on PMCLs, the DoD MI LSTRIP System Administrator will prepare and disseminate to the S/A MI LSTRIP Focal Points a letter requesting S/A preferred cyclic (1 May or 1 November) implementation dates¹. Such RFIDs will normally request that S/A implementation dates be provided within 60 days.

¹The cyclic implementation dates of 1 May and 1 November were selected, at S/A request, to minimize systems program turbulence during the end-of-fiscal quarter/year reporting cycles.

(b) When one S/A proposes an extended implementation date which would delay implementation by the other S/As by 12 months, the DoD MILSTRIP System Administrator will attempt to resolve the issue with the appropriate S/A. When a satisfactory implementation date cannot be jointly agreed upon, the DoD MILSTRIP System Administrator will refer the matter to DUSD(L) for resolution.

(4) Announcing Implementation Dates: ,

(a) Following receipt and evaluation of the S/A preferred cyclic implementation dates, a DoD cyclic implementation date will be selected and announced by the DoD MILSTRIP System Administrator through dissemination of an AMCL. AMCLs will be consecutively numbered and, where practical, distributed to the S/As at least 9 months prior to the approved implementation date. AMCLs will contain a cross reference to all other AMCLs which have the same implementation date and will be distributed by the DoD MILSTRIP System Administrator using S/A distribution lists.

(b) AMCLs are provided as planning documents to assist the S/As in any systems program/design efforts which may be necessary to implement changes. To prevent degradation of the MILSTRIP manual, AMCLs should be maintained separately from the manual.

(5) Preparation and Dissemination of Interim/Formal Changes to the MILSTRIP Manual:

(a) Formal changes will be published twice a year to coincide with the cyclic implementation dates of 1 May and 1 November and will incorporate only those AMCLs which have the same cyclic implementation date and interim changes which have been published since the last formal change.

(b) Interim changes will be published as required to meet system requirements. All interim changes will be included in subsequently published formal MILSTRIP changes.

d. Disseminate to S/As and the DUSD(L) a quarterly status review of all change proposals which have not yet been approved for publication, or, that if approved, have not been implemented.

e. Assure compatibility of MILSTRIP with other DoD Systems. Coordination will be effected, when appropriate, with System Administrators of other DoD logistics data systems, and with related DoD logistics task groups. Compatibility with these systems and groups will be attained, when appropriate, prior to coordination with the S/As.

f. Assure uniform implementation consistent with DoD policies and procedures by taking action to:

(1) Review all implementing instructions issued by S/As to ensure continuing conformance of revisions to the approved system.

(2) Review and coordinate with S/As all requests for system deviations and exemptions and make appropriate recommendations to the DUSD(L) based on factfinding studies and/or analysis of accompanying justification,

(3) Conduct periodic evaluations to determine effectiveness of the system.

(4) Conduct staff assistance visits to S/A activities to gain an overview of field operations, to gather data to improve procedures, and to furnish clarification and uniform interpretation of the requirements of the system. At the beginning of each calendar year, the DoD MILSTRIP System Administrator will develop and submit a staff assistance program for the coming fiscal year, coordinated with the S/As concerned, to the DUSD(L). The program will reflect a tentative schedule of activities to be visited and general areas of concentration.

(5) Report to the DUSD(L) findings and recommendations of the staff assistance visits. S/A comments, if appropriate, will be attached to the report.

g. Establish a focal point committee composed of representatives from the S/As. This committee will participate in the development, implementation, and maintenance of the system. The DoD MILSTRIP System Administrator will convene focal point committee meetings at least quarterly and will issue minutes of these meetings. Whenever possible, the meetings and agenda items will be announced 30 days prior to the scheduled meeting. The minutes of these meetings will fully document the proceedings and a copy will be provided to each S/A by the DoD MILSTRIP System Administrator.

h. Review and evaluate curriculum of Defense training schools which offer courses related to the MILSTRIP system and make recommendations for improvement.

i. Assist in resolving problems, violations, and deviations which arise during system operations and are reported to the DoD System Administrator. Unresolved problems and/or continued violations will be referred to the DUSD(L) for resolution and/or corrective action.

3. Heads of Participating Services/Agencies will:

a. Designate an office of primary responsibility for MILSTRIP to serve as the system focal point and identify by name, to the DoD MILSTRIP System Administrator, primary and alternate focal point representatives for the MILSTRIP system to:

(1) Serve on the focal point committee. The decisions reached at the focal point committee meetings should represent the S/A positions unless otherwise agreed upon by the attendees.

(2) Assure continuous liaison with the DoD MILSTRIP System Administrator and other S/As.

(3) Evaluate all suggested MILSTRIP changes and MILSTRIP related beneficial suggestions originating in that S/A. Beneficial suggestions will be evaluated initially by the focal point representative. If suggestions are received by the DoD MILSTRIP System Administrator directly for evaluation, they will be forwarded to the appropriate S/A focal point for review and evaluation. If the suggestion is considered worthy of adoption, the focal point will submit an official change proposal to the DoD MILSTRIP System Administrator. Beneficial suggestion awards are determined by the focal points using existing procedures.

(4) Develop and submit recommended change proposals to the DoD MILSTRIP System Administrator for processing in accordance with these procedures. The recommended change proposals will provide the following minimum information:

(a) A narrative description of the basic concept being proposed and reasons therefor.

(b) Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS systems.

(c) operational statement identifying known advantages/disadvantages
resulting from the proposed revision.

(d) Proposed wording required for the MI LSTRIP manual.

(5) Develop and submit to the DoD MI LSTRIP System Administrator a single, coordinated S/A position on all proposed system changes. The S/A responses to proposed system changes will be provided to the DoD System Administrator within the timeframes specified (normally 60 days).

(6) Develop and submit to the DoD MILSTRIP System Administrator a single, coordinated S/A cyclic (1 May or 1 November) implementation date on all approved system changes. The S/A responses will be provided to the DoD MILSTRIP System Administrator within the timeframe specified (normally 60 days).

b. Implement these procedures and approved changes by publishing orders, directives, or instructions to ensure clarity of understanding and compliance. One copy of such orders, directives, or instructions will be submitted to the DoD MI LSTRIP System Administrator.

c. Provide the DoD System Administrator a semiannual status report on the implementation of approved MI LSTRIP changes. Report information as of 1 May and 1 November of each year for approved changes until fully implemented. The final report for an approved change will be submitted with the next semiannual cycle after implementation; for example, implemented in November--final report due in November. In the final report, provide the implementing publication and change number/system identification/subsystem identification, as applicable. Attach a copy of the publication change when DLMSO is not on automatic distribution for the publication. See appendix A25 for format of the report. The report will be furnished to DLMSO no later than 30 May and 30 November of each year.

d. Accomplish internal training to assure timely and effective implementation and continued operation of approved systems and furnish copies of all training instructions concerning respective systems and subsequent revisions to the DoD MILSTRIP System Administrator.

e. Review, evaluate, and update, at least annually, the curricula of internal training programs to ensure adequacy of training.

f. Provide representation to joint system design and development efforts and onsite evaluations of MILSTRIP along with the DoD MILSTRIP System Administrator.

g. Review internal procedures continually with the objective of eliminating and preventing duplication of functions covered by MILSTRIP.

h. Provide the DoD MI LSTRIP System Administrator with annual blanket printing fund authorizations and bulk distribution lists to cover all printed changes to this manual.

i. Assure that all operating activities under their jurisdiction comply with this manual.

j. Report to the DoD MILSTRIP System Administrator *those* problems, violations, and deviations which arise during system operations.

G. COMMUNICATION

1. General. MILSTRIP is designed to permit transmission and receipt of requisitions and related documents by electrical communications, mail, telephone, and courier. To assure responsive and expeditious processing, the media of communication used will be consistent with and subject to the limitations for use of M&S codes cited in appendix B4. The media to be used and the normal order of preference for use of each medium is as follows:

a. Data pattern messages (computer-readable fixed length formats) will be electrically transmitted for all documents with PD 01-15. This is the fastest, most desirable, and reliable method and provides for receipt in computer-readable formats suitable for machine processing.

b. Formatted teletype messages will be electrically transmitted by Mode V teletype terminals via the DAAS. This method allows the sender to transmit MILSTRIP formatted documents by teletype, which, when received by the ultimate addressee, will be in data pattern message (computer-readable) suitable for machine processing. The formatted teletype message can be utilized for all PDs. Formatted messages (see appendix A1 5) may be used for submitting documents to DAAS for mechanical processing.

c. Narrative messages electrically transmitted will normally be used for PD 01-08 documents only. They may be used for PD 09-15 documents when priority mail or other means will not suffice. (See Appendix A, Introduction, for specific rules in the preparation and content of MILSTRIP narrative messages.) Narrative messages are a less desirable method due to inherent delay and potential for error in transcribing into computer-readable, machine sensible format for processing. Narrative messages should be used on an exception basis only. Narrative messages will not be transmitted through DAAS.

d. Mail or courier will be used for PD 09-15 documents when electrical transmission facilities capable of transmitting data pattern or formatted messages are not available. The container/envelope will be conspicuously marked "MILSTRIP." Mechanically prepared and interpreted documents should be used to the maximum extent practicable. Mailed documents will be in computer readable fixed length format and interpreted whenever interpreting facilities are available.

e. Telephone² for PD 01-03 transactions when any of the following conditions exist:

(1) Data pattern and narrative message facilities are not available.

(2) Pilot pickup is planned within 24 hours.

(3) Exception data are absolutely necessary to convey the true urgency of the requirement and the exception data cannot be transmitted in an exception transaction.

2. Defense Automatic Addressing System. The DAAS shall be utilized in the supply and distribution systems of all S/As and, by agreement, in the GSA system and systems of other Federal Agencies.

Violations of the intent of this provision will be reported to the DoD MILSTRIP System Administrator for corrective action. Telephone is not a desirable media due to potential for error in transcribing into computer-readable, machine sensible format for processing. Telephone transactions will not be confirmed by submission of transactions by other media.

3. Electrical Communications

- a. The DCS, AUTODIN, is a worldwide DoD computerized general purpose communications system which provides for transmission of narrative and data pattern (computer-readable) traffic.
- b. The CIC in communications message headers identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received, based on the local command policies and procedures. In the case of MILSTRIP traffic, the second position of the CIC should always be alpha, "A." Appropriate local rules should be established for communication terminal routing and handling of MILSTRIP transactions received to ensure that they reach the appropriate elements for processing.
- c. Users of the MILSTRIP system should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communication terminal which provides communication services.

4. Communications Precedence. The communications precedence to be used for all electrical transmission of MILSTRIP documents, using JANAP 128 (reference (g)), is prescribed below:

- a. Communications precedence applies to both data pattern and narrative messages.
- b. The assignment of precedence is the responsibility of the message originator, i.e., requisitioner or supply source, as determined by the subject matter and time factors involved.
- c. The communications precedence does not dictate the action to be taken by the addressee. Message precedence for logistics (i.e., MILSTRIP) traffic applies to speed of transmission, and handling in the communications system and applies to both data pattern and narrative messages.
- d. The commander on the scene may assign a precedence of "IMMEDIATE" to PD 01-03 requisitions if, in his judgment, the urgency of the situation dictates such expeditious handling of the requisition through the communication system. A precedence of "IMMEDIATE" will not be routinely assigned to any requisition or other logistics data system transaction.
- e. The communications precedence guide for all MILSTRIP transactions is as follows:

| <u>TRANSACTIONS</u> | <u>UMMIPS PRIORITY DESIGNATORS</u> | <u>PRECEDENCE</u> | <u>MINIMIZE</u> |
|--|------------------------------------|-------------------|-----------------|
| All | 01-08 | Priority | Priority |
| All | 09-15 | Routine | Routine |
| All without UMMIPS priority Designator | None | Routine | Routine |

- f. As used in MILSTRIP, the following terminology applies as pertains to electrical communications:

(1) AUTODIN will be interpreted to include all electrical transmissions, including teletypewriter, since these circuits are connected to the AUTODIN system.

(2) Formatted Teletype Message will be formatted as outlined in appendix A1 5.

This type of message is not a machine sensible transaction/document at the site of origin but, when routed through DAAS by Mode V teletype, can be converted to a data pattern message. When routing through DAAS the CIC must be IAZZ and LMF of TC. Appendix A15 amplifies this method of communication.

(3) Data Pattern Message is a machine sensible transaction, in a fixed-length format, suitable for mechanical processing upon receipt.

(4) Narrative Message is a variable length, in-the-clear language message not suitable for mechanical processing upon receipt. Narrative messages are commonly referred to as "teletype," "dispatch," or "IW)(." As used in MI LSTRIP, narrative messages have a text prefix; such as, MI LSTRIP REQUISITION and MI LSTRIP STATUS. Examples of MI LSTRIP narrative message formats are included in appendix A of this manual. Narrative messages will not be sent to the DAAS. When activities require communications with the supply source by narrative message, the activity will forward the message directly to the supply source in compliance with communications requirements.

H. FOCAL POINTS

The following offices have been designated as focal points for MI LSTRIP:

DoD MI LSTRIP System
Administrator

Director
Defense Logistics Management
Standards Office
ATTN: DLMSO-MM
6301 Little River Turnpike, Suite 230
Alexandria, VA 22312-3508

Army

Commander
U.S. Army Materiel Command
ATTN: AMCLG-SM
5001 Eisenhower Avenue
Alexandria, VA 22333-5001

Navy

Commander
Fleet Materiel Support office
AITN: SPCC -031B
Mechanicsburg, PA 17055-0787

Air Force

Commander
HQ Air Force Materiel Command
ATTN: AFMC/LGIM
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB, OH 45433-5006

Marine Corps

Commandant of the Marine Corps
AITN: LPS-1
Washington, DC 20380-0001

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Coast Guard

Commandant
U.S. Coast Guard
AITN: G-ELM-2
2100 Second Street, SW
Washington, DC 20593-0001

GSA

General Services Administration
Federal Supply Service
AITN: FCSI (CMB4, Room 702)
Washington, DC 20406

NSA

Director
National Security Agency
AITN: L111
9800 Savage Road
Fort George G. Meade, MD 20755-6000

DNA

Commander
Field Command
Defense Nuclear Agency
AITN: FCPNM
Kirtland AFB, NM 87115-5000

DLA

Director
Defense Logistics Agency
ATTN: MMSLR
Cameron Station
Alexandria, VA 22304-6100

USTRANSCOM

United States Transportation Command
Director for Logistics
ATTN: TCJ3/J4-LPP
Scott AFB, IL 62225-5001

L PUBLICATION OF THE MANUAL

1. The manual consists of a basic publication and two supplements, as follows:

a. Basic publication - This contains the doctrine, instructions, and procedures. It prescribes the requisitioning and issue procedures applicable to U.S. Forces, FMS, CLSSA, and MAP Grant Aid transactions. This publication also contains MILSTRIP formats and data elements exclusive of those contained in the supplements,

b. Supplement 1 (reference (h)) - Routing Identifier and Distribution Codes.

c. Supplement 2 (reference (i)) - Defense Program for Redistribution of Assets (DEPRA).

2. The basic publication consists of chapters and appendices.

a. Chapters and paragraphs

(1) Each chapter is divided into paragraphs and subparagraphs. The numbering system identifies the appropriate chapter followed by the applicable paragraphs in upper case alphabetic. Subparagraphs are identified by numbers and lower case alphabetic, followed by numerics in parentheses and lower case alphabetic in parentheses.

(2) Pages are numbered in a separate series for each chapter and are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example, the second page of chapter 4 is numbered 4-2.

b. Appendices are identified by alphabetic and numerics to indicate an alphabetic grouping; such as, A1, A2, and A3. Pages are numbered within an appendix by use of the appendix number (A1) followed by the page number; such as, A1-1, A1-2, and A1-3. Page four of appendix B1 would be indicated as B1-4. When index pages precede an appendix, they will be identified by the alphabetic designation of the appendix and lower case Roman numerals; for example, the index to appendix C is numbered C-i and C-ii. If introductory pages are included in an appendix, they will be identified by the alphabetic designation of the appendix and the numerical page number; such as, A-1, A-2, and A-3.

3. The numbered supplements to the basic publication are designed to accommodate special operational requirements at the S/A user level; therefore, it is intended that numbered supplements be maintained and implemented by the user. Pages and paragraphs are numbered in the same manner as in the basic publication.

a. Supplement 1 (reference (h)). This numbered supplement contains a consolidated listing, by S/A, of all RI and distribution codes authorized for use within the DoD supply distribution system. The RIs are designed for processing inter-S/A and intra-S/A logistics transactions. The codes are entered into the logistics document by the document originator and serve multiple purposes in that they are SOS codes, intersystem routing codes, intrasystem routing codes, and consignor (shipper) codes. Distribution codes identify control activities and/or additional status recipients.

b. Supplement 2 (reference (i)). This numbered supplement contains guidance to European and Pacific Command activities and other Agencies for participation in DEPRa. The supplement establishes policy and assigns responsibilities and tasks to assure achievement of the DEPRa objectives.

4. Publication of Changes

a. Formal Changes. Formal changes will be numbered consecutively and issued as full page insertions to this manual. These changes will indicate the change number on each page. When it is necessary to supplement page changes with explanatory information, such explanation will be contained in the cover letter. Paragraphs that are modified or added will be indicated by bold print.

b. Interim Changes. When it is necessary to disseminate modifications to this manual more expeditiously, the DoD MILSTRIP System Administrator will distribute interim changes. Interim changes will be numbered consecutively and will indicate the current fiscal year. For example, interim changes for FY 1995 will be numbered 95-1, 95-2, and 95-3. All interim changes will indicate the numbers of other interim changes which are in effect at the time of their publication.

c. Formal changes will include and identify all incorporated interim changes and AMCLS.

5. Distribution of the Manual

a. The DLA will make distribution of the manual to designated points within each S/A based upon funded bulk requisitions provided by the S/A. Further distribution is accomplished by the S/As based upon approved distribution data generated through command publication channels.

b. The S/A focal points, designated in paragraph H., are the single points to which S/A activities will submit requests for copies of the basic publication, numbered supplements, and changes.